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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 15 December 1960

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 45
7 - 13 December 1960

1. At the Intelligence School staff meeting on 9 December Chief IS requested Faculty Chiefs to submit schedules for annual leave during the holidays. It is understood that all faculty offices will be covered at all times during duty hours. Chief IS plans to take some leave during the weeks of 26 December and 2 January; he will be present for the 29 December JOT meeting at 117 Central and for the beginning of the JOT orientation on 3 January.

2. Chief IS has discussed with PO/TR the need for filling the vacancy that will be created when Mrs. [REDACTED] resigns on 1 February. PO/TR will first review possibilities within OTR. Chief IS feels that it is very important to find a fully qualified person for this position.

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3. Mr. [REDACTED] briefing schedule did not permit him to prepare a Weekly Activities Report this week. His activities during the period will be covered in next week's report.

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Attachment: Reports

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